



DEPARTMENT OF HOUSING, ECONOMIC DEVELOPMENT & COMMERCE
DIVISION OF ZONING
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ZONING CHECKLIST FOR PLAN REVIEW OF NEW SIGNAGE

APPLICANT: _____

PROJECT ADDRESS: _____

BLOCK: _____ **LOT:** _____ **ZONE:** _____

1. DETAILED DESCRIPTION OF PROPOSED WORK TO BE ENTERED ON THE BUILDING SUBCODE TECHNICAL SHEET (PICKUP AT BUILDING DEPT) FORM U.C.C.F110.
2. PICK-UP AND COMPLETE CONSTRUCTION FOLDER FROM BUILDING DEPARTMENT.
3. A BANK CHECK, CREDIT CARD OR MONEY ORDER FOR \$100.00 PAYABLE TO CITY OF JERSEY CITY.
4. NEW SIGN DETAILS WITH SQUARE FOOTAGE OF ALL LETTERING INCLUDING LOGOS.
5. COLOR PHOTO OF CURRENT SITE SHOWING ADJACENT PROPERTIES TO THE LEFT & RIGHT WITH THE "BEFORE" SIGNAGE IN PLACE.
6. COLOR PHOTO OF SITE WITH NEW SIGN SUPER-IMPOSED ON THE BUILDING WITH DIMENSIONS.